

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes - Office of Land Survey & Remonumentation
State Boundary Commission

**GENERAL INSTRUCTIONS FOR THE PREPARATION OF AN
ANNEXATION PETITION BY OWNERS OF AT LEAST 75% OF THE LAND
TO BE FILED WITH THE STATE BOUNDARY COMMISSION**

This petition form is issued under authority of 1968 PA 191 and the Boundary Commission Administrative Rules. Completion of this form is voluntary, but failure to do so may result in rejection of your petition.

AN ANNEXATION PETITION BY PROPERTY OWNER(S) IS COMPOSED OF THE FOLLOWING PARTS AND FORMS:

- PART I**..... A map or drawing, supplied by the petitioner, clearly showing the territory proposed to be annexed, and prepared in such a way that its minimum size is 8 ½" x 13" with a maximum size of 14" x 18." State Boundary Commission Administrative Rules No. 25 and 27 describe the content of this map or drawing. **LABEL THE MAP OR DRAWING "PART I."**
- PART II**..... See page "Part II" for instructions.
- PART II(a)**..... See page "Part II(a)" for instructions.
- PART III**..... Refer to State Boundary Commission Administrative Rules No. 25 and 27 regarding the content of this description.
- PART IV**..... See page "Part IV" for instructions.
- PART V**..... See page "Part V" for instructions.
- PART V(a)**..... See page "Part V(a)" for instructions.
- PART VI**..... See page "Part VI" for instructions.
- PART VII**..... Show the relationship of the area proposed for annexation to the balance of adjacent units of government. This map or drawing is supplied by the petitioner, may be of a size the petitioner chooses, and is not evaluated by the Commission in determining legal sufficiency. **LABEL THIS MAP "PART VII."**

The completed petition should be filed with the Boundary Commission Office in Lansing. This may be done in person between the hours of 8:00 a.m. and 5:00 p.m., or by mail, at the following:

In Person at:

Bureau of Construction Codes
State Boundary Commission
6546 Mercantile Way, Suite 3
Lansing, MI 48911

Mail to:

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes
State Boundary Commission
P.O. Box 30704
Lansing, MI 48909

DLEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. If you need accommodations regarding this petition, you may make your needs known to this agency by contacting the State Boundary Commission Office, either by telephone (517-241-6321) or email (holmes@michigan.gov).

**ANNEXATION PETITION BY
OWNERS OF AT LEAST 75% OF LAND**

PART II

We, the undersigned, who hold record legal title to 75% or more of the
area of land, exclusive of streets, as legally described in PART III, and located in

_____ Township(s),

_____ County(ies),

do petition that the territory described herein be annexed to the

City of _____,

and that this annexation be considered by your Commission in accordance
with the provisions of 1909 PA 279, and the provisions of 1968 PA 191.

ANNEXATION PETITION BY OWNERS OF AT LEAST 75% OF LAND

PART IIa

As petitioner(s), it is your responsibility to furnish the State Boundary Commission with the contact information below in order for the government units to receive notice of Commission meetings and Public hearings. The importance of accurate and current information cannot be overemphasized. Processing of this petition may be delayed if inaccuracies cause improper notice.

1.

Name of Petitioner:	
Mailing Address:	
Telephone Number: ()	Fax: ()
E-Mail address:	

2.

Name of Township:	
Name of Township Clerk:	
Mailing Address:	
Telephone Number: ()	Fax: ()
E-Mail address	

3.

Name of City:	
Name of City Clerk:	
Mailing Address:	
Telephone Number: ()	Fax: ()
E-Mail address	

4.

Name of County:	
Name of County Clerk:	
Mailing Address:	
Telephone Number: ()	Fax: ()
E-Mail address	

5. If the petition should involve more than one petitioner, township, county and/or village, place the additional information on separate sheet and attach to this form.

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PART III

The territory proposed to be annexed to the City of _____
is described as follows:

**ANNEXATION PETITION BY
OWNERS OF AT LEAST 75% OF THE LAND**

PART IV

1. That attached here to (in PART VI) and made a part hereof is a brief and concise written statement as to the purpose, necessity and urgency of the requested action.
2. That attached hereto (in PART I) and made a part hereof is a map or drawing clearly showing the territory proposed for annexation (in PART I).
3. That each petitioner was shown the attached map or drawing before signing the petition.
4. That each signer has described that land and area that each signer owns and attached the deed or copy of the deed of the described land.
5. That the undersigned, first being duly sworn, deposes and says that the territory described herein (in PART III) and proposed to be annexed to the City of _____ contains a total land area of _____ acres.

Signature

Print

Address

City/State/Zip

Date

Subscribed and sworn this _____ day
of _____, 20_____.

Notary Public, _____ County, Michigan

My Commission Expires: _____

**ANNEXATION PETITION BY
OWNERS OF AT LEAST 75% OF THE LAND**

PART V

The following signer holds legal title to land having an area of _____ acres which is located within the territory proposed to be annexed and is described as follows:

In those instances where the 75% ownership requirement is being met through multiple ownership of the land described for annexation, each owner whose land comprises a portion of the required 75% located within the area described for annexation must complete PART V and PART Va.

**ANNEXATION PETITION BY
OWNERS OF AT LEAST 75% OF THE LAND**

PART Va

The undersigned, first being duly sworn, deposes and says that he/she holds record title to land he/she has described in PART V which is within the area described in PART III, and to his/her best knowledge and belief the statements contained in the petition are true.

Signature

Print

Address

City/State/Zip

Date

Subscribed and sworn this _____ day
of _____, 20_____.

Notary Public, _____ County, Michigan

My Commission Expires: _____

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PART VI

We further represent that the annexation proposed in this petition is necessary or desirable at this time for the following reason(s):